



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,255 - \$5,172

**LEGISLATIVE OFFICE
SACRAMENTO**

RESPONSIBILITIES: Under the direction of the Legislative Director, the analyst serves as assistant legislative coordinator on insurance legislation, issues, and other related matters of importance to the Department, insurance companies, and insurance consumers. Tasks may include but are not limited to independently perform analytical duties including drafting legislation, amendments, position letters, and other background information pertaining to legislation to further the Department's mission; monitor pending legislation; review analyses submitted by Department staff; attend hearings, and assist in the preparation of testimony to be presented before various legislative committees; assist in performing analytical studies such as developing strategies; analyze all State legislation (approximately 2,000 to 2,500 bills per year) and all subsequent amendments to identify measures that impact the Department of Insurance, insurance companies, and insurance consumers, and the impact to the Department; coordinate the preparation and distribution of bill analysis requests; develop ad-hoc bill tracking reports and monitors assignments; provide consultative services to management, Department staffs, legislative staff, and interested parties; and assist with furthering the Department's legislative priorities, and in responding to telephone and written inquiries from legislative staff and the general public on a variety of matters related to legislation and the business of insurance.

DESIRED QUALIFICATIONS:

- Strong analytical and problem solving skills
- Demonstrated ability to take initiative and work independently
- Excellent interpersonal skills and demonstrated ability to develop effective working relationships with the public, elected officials and their staff, and departmental employees
- Legislative background/experience with current established legislative relationships is strongly desired
- Excellent communication skills, both verbal and written
- Ability to give effective oral presentations to high-level staff
- Demonstrated ability to identify solutions and propose plans to achieve proper objectives
- General knowledge of the insurance industry and the Department's operations and mission

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Elizabeth Garcia, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "AGPA #413-116-5393-002" on the state application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **June 11, 2007 or Until Filled**

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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